

GENERAL MANAGER AND TOP EXECUTIVE

General Manager and Top Executive

General Managers and Top Executives are the leaders of most big and small businesses. They manage day-to-day activities, create rules and plan the best ways to use equipment, supplies and employees. They often work with other executives in the company who are in charge of specific parts of the business; however, they are responsible for how the entire organization performs. General Managers and Top Executives usually work at lower levels for many years to gain the experience and knowledge necessary to lead a company.

Education Requirements: Four-Year Bachelor's degree,
Master's degree,
Doctoral degree



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MANAGEMENT CONSULTANT

Management Consultant

Management Consultants (sometimes called management analysts) are hired to review and propose better ways to run an organization. They look for jobs and activities that are repetitive or unnecessary and make recommendations to improve them. They may temporarily work with people in different areas of an organization to understand how it works. After the review, Management Consultants report results to managers who use the information to improve the organization. Management Consultants often gain their knowledge through special training, years of on-the-job experience or both.

Education Requirements: Four-Year Bachelor's degree,
Master's degree



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HUMAN RESOURCE MANAGER

Human Resource Manager

Human Resource Managers help companies use employees' skills and help employees find satisfaction in their jobs and working conditions. These people are responsible for finding the best employees available and matching them to the jobs they can do best. Human Resource Managers work to bring new employees in, which may require a lot of travel to attend professional meetings and interview potential employees at colleges and universities.

Education Requirements: Four-Year Bachelor's degree,
Master's degree,
Doctoral degree



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INTERPRETER AND TRANSLATOR

Interpreter and Translator

Interpreters and Translators translate one language into another. They must be able to speak different languages as well as they speak their own. Interpreters usually translate the spoken word of one person to another by speaking or sign language. Translators also translate documents, forms and other written material from one language to another. They may work under short-term contracts or on a temporary basis. Although the hours Interpreters and Translators work are not necessarily long, they often vary and a great deal of travel may be required.

Education Requirements: Four-Year Bachelor's degree,
Master's degree



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ADMINISTRATIVE SUPPORT SUPERVISOR

Administrative Support Supervisor

Administrative Support Supervisors plan, watch over and coordinate the activities of an office administrative team. While specific duties will vary depending on the job, their day-to-day tasks are focused on keeping other staff working. That may include keeping supplies on hand to conduct business, as well as keeping office machinery in good working condition. If problems occur, they are expected to correct them or find people who will do so. Administrative Support Supervisors can play an important role in helping both small and large businesses run without time-consuming errors.

Education Requirements: High School diploma,
Two-Year Associate's degree



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LEGAL SECRETARY

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Legal Secretary

Legal Secretaries assist attorneys with regular secretarial duties, as well as the preparation of select legal documents. They may help prepare wills, deeds and other real estate papers as well as several types of court documents under the supervision of an attorney or a paralegal. They also may review legal journals and assist with legal research by confirming quotes and locating where the information was found for legal briefs. Additionally, Legal Secretaries often teach new attorneys how to prepare documents to turn into the courts.

Education Requirements: High School diploma,
Two-Year Associate's degree



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EXECUTIVE ASSISTANT

Executive Assistant

Executive Assistants provide administrative support for top executives in an organization. They work more to manage information than to perform day-to-day office tasks like other administrators do. In addition to setting up conference calls and supervising other clerical staff, they may handle more difficult responsibilities such as reviewing incoming messages and reports in order to determine their importance. They also prepare plans and make arrangements for committee and board meetings. They may even research items and prepare data reports.

Education Requirements: High School diploma,
Two-Year Associate's degree



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BOOKKEEPER

BOOKKEEPER

Bookkeeper

Bookkeepers work in small businesses and often have responsibility for some or all of the accounts. They record all transactions, post debits (costs) and credits (income) and produce financial statements. They also prepare reports and summaries for supervisors and managers. Bookkeepers prepare bank deposits by collecting data from cashiers, by checking and balancing receipts and by sending cash, checks or other forms of payment to the bank. They may also handle payroll, make purchases, prepare invoices and keep track of bills that have not been paid.

Education Requirements: High School diploma



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PAYROLL CLERK

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Payroll Clerk

Payroll Clerks, sometimes called payroll technicians, maintain correct and up-to-date payroll records. They calculate employees' pay by subtracting the money needed to pay for other things, including federal and state taxes, insurance and savings plans from the total amount that the employee has earned. In a business with hourly employees, Payroll Clerks may be responsible for making sure employees recorded time correctly. More and more, computers perform many or most of these calculations and alert Payroll Clerks to possible problems in the data.

Education Requirements: High School diploma



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ADMINISTRATIVE ASSISTANT

Administrative Assistant

Administrative Assistants perform a variety of administrative and clerical duties necessary to run an organization. They serve as information and communication managers for an office; plan and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects; conduct research and give others information by using the telephone, mail services, websites and e-mail. They also may handle travel and guest arrangements.

Education Requirements: High School diploma



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ACCOUNTING CLERK

Accounting Clerk

Accounting Clerks usually work in the accounting departments of large companies. They usually have more specific tasks than a bookkeeper would in a small business. Their specific job titles, like accounts payable clerk or accounts receivable clerk, often reflect the type of accounting they do. In addition, their responsibilities change depending on level of experience. Entry-level Accounting Clerks may post details of payments, total accounts and any other charges. They also may watch over loans and accounts to make sure that payments are up to date.

Education Requirements: High School diploma



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DATA ENTRY KEYER

Data Entry Keyer

Data Entry Keyers put data into computers to make it easier to store, search through, get to and compare. They may also change data, edit current information or proofread new entries for correctness. Some examples of data sources include customers' personal information, medical records and membership lists. Usually, this information is used within a company and may need to be changed before other departments or customers use it.

Education Requirements: High School diploma



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RECEPTIONIST

RECEPTIONIST

Receptionist

Receptionists greet visitors and clients and direct them to the offices or departments they are trying to reach. They may also answer telephones, route and screen calls, respond to questions from the public and give out information about the organization. Some are responsible for all the incoming and outgoing mail. In addition, they help with the security of an organization by watching over the access of visitors—an important function.

Education Requirements: High School diploma



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CUSTOMER SERVICE REPRESENTATIVE

Customer Service Representative

Customer Service Representatives work in many different types of businesses as the people who speak with customers. They make sure that a company's customers receive good service or help with their questions and concerns before and after purchases. Customer Service Representatives may work with customers in person in a retail or wholesale environment, but they may also provide customer service on the phone or over the Internet.

Education Requirements: High School diploma



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BILLING CLERK

BILLING CLERK

Billing Clerk

Billing Clerks calculate charges, develop bills and prepare them to be sent to customers. By reviewing purchasing records and making or checking data, they make sure that even the most difficult bills are correct. Billing Clerks may review hospital records, purchase orders, sales tickets or charge slips to calculate the total amount due from a customer. They must take into account any discounts, special rates or credit terms. Most Billing Clerks work in a business that sells products or services to another business.

Education Requirements: Two-Year Associate's degree



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